

## **School Committee Finance Subcommittee**

**Wednesday, September 7, 2016**

**8:30 AM – 10:00 AM**

**5<sup>th</sup> Floor Conference Room, Town Hall**

Finance Subcommittee members present: Ms. Stram (Chairman), Mr. Chang, Ms. Charlupski, and Mr. Pollak.

Other School Committee members present: Ms. Ditkoff and Ms. Scotto.

Staff present: Ms. Dunn, Mr. D'Onofrio, and Ms. Coyne.

Others present: Advisory Committee School Subcommittee members Mike Sandman and David Lesochier.

### **1) Approve Minutes of the June 13, 2016 Finance Subcommittee Meeting**

On a motion of Mr. Pollak and seconded by Ms. Charlupski, the Finance Subcommittee voted unanimously to approve the minutes of the June 13, 2016 Finance Subcommittee meeting.

### **2) Review of the FY 2018 Budget Development Calendar**

Ms. Dunn presented the proposed FY 2018 Budget Development Calendar (Attachment A). She described the role of budget managers. Subcommittee members requested that the different types of meetings be coded for clarity. Ms. Dunn provided an overview of the Calendar. The School Committee needs to vote a budget by February 13. Ms. Dunn will make edits to the Calendar (e.g., preliminary budget review on November 21, date corrections, add Building Department and Information Technology Budget Reports). Subcommittee members should email any additional edits. Ms. Charlupski asked about the potential impact of 9C state budget cuts. Ms. Dunn explained how she intends to work with Town Officials to synchronize the budget development process, to the extent possible. Ms. Ditkoff stated that it is important to understand how the Calendar ties to the priorities for the year. She noted that we will need multi-year projections by December. The Subcommittee discussed the process for developing enrollment projections. There will be a staff committee. The Finance and/or Capital Subcommittee will need to discuss Enrollment at a few meetings (methodology, mid-term report, final report). One or both of these Subcommittees should also review the multi-year projections. We may want to schedule a meeting with Advisory Committee on this topic in January.

The proposed Calendar will be presented to the School Committee for a 1<sup>st</sup> Reading on September 8, 2016, with a proposed vote on September 22, 2016.

### **3) Review of the FY 2018 Budget Development Guidelines and Priorities**

Ms. Stram and Ms. Dunn presented the proposed FY 2018 Budget Development Guidelines and Priorities (Attachment B). Ms. Stram explained the changes to last year's document and asked Subcommittee members to review the priorities. Ms. Dunn noted the addition of language on Program Review. Ms. Dunn will be making additional edits (e.g., move 4c and broaden 4d). Subcommittee members suggested adding text so that people understand this budget in the context of future year projections. The projections

will likely create a structural deficit for the town. The Subcommittee discussed the Kindergarten enrollment projection. The Cohort Survival Rate will be part of the Enrollment Report. Enrollment growth at the high school is largely driving the projected budget growth in year four. Ms. Dunn explained the role of the Digital Leadership Team. This will be discussed in the FY 2017 1<sup>st</sup> Quarter Financial Report.

The proposed Guidelines will be presented to the School Committee for a 1<sup>st</sup> Reading on September 8, 2016, with a proposed vote on September 22, 2016.

#### **4) Status of FY 2017 Grant Awards**

Ms. Dunn distributed a copy of a September 6, 2016 memo to the Superintendent on FY 2017 Grant Awards (Attachment C). The Subcommittee will review the memo at the next Subcommittee meeting.

The meeting adjourned at 10:00 AM.